

Committee Actions

On Wednesday, May 26, 2010, the Committee on Accountability and Administrative Review approved the following:

1. Request that the Assembly Committee on Budget pursue language requiring all state agencies to develop and maintain workforce and succession plans.
Specifically:
 - a. All state agencies are required to submit their workforce plans to the Department of Personnel Administration by October 1, 2011, and to submit updates by March 1st annually thereafter.
 - b. The Department of Personnel Administration shall be the repository of state agency workforce plans for use by workforce planners and policymakers.
 - c. The Secretary of each state Agency shall ensure that every department under its authority completes a workforce plan.
 - d. State Constitutional Officers shall ensure that departments under their authority complete a workforce plan. These include the: Secretary of State, Attorney General, State Controller, Insurance Commissioner, State Treasurer, State Superintendent of Public Instruction, and members of the State Board of Equalization.
 - e. The Director of each independent state agency shall ensure that it completes a workforce plan. These include agencies such as the California Public Utilities Commission and the California State Lottery.
 - f. The Governor shall ensure that all other state agencies not under the direct authority of an Agency Secretary or Constitutional Officer shall complete a workforce plan.
 - g. Each state agency workforce plan shall include the following components:
 - i. Analysis of present workforce staffing and core competencies;
 - ii. Identification of staffing and competencies needed in the future, including leadership and management positions (succession plan);
 - In assessing its future organizational needs, the agency should relate its workforce plans to its performance management/measurement goals.

- iii. Comparison of present workforce to future needs to identify gaps and surpluses;
- iv. Development of specific plans for building the workforce needed in the future; and,
- v. Evaluation of the workforce planning process to assure that the workforce solutions implemented remain valid and that objectives are met.
- vi. Identify duplicative positions and functions within each department, and across departments or agencies.
- vii. Each department should annually submit a one-page workforce profile to the Department of Personnel Administration. The profile should include those basic data deemed necessary by the Department of Personnel Administration to assess the state's level of preparedness to meet future demands.